

Attachment A - Burden Chart for OMB Control #0584-0280  
7 CFR Part 225 - Summer Food Service Program (SFSP)

**Reporting**

Program Rule	CFR Citation	Title	Form Number	A	B	C = (A*B)	D	E = (C*D)	F	Previous Burden in Use Without Approval	Due to Authorizing Statute	Due to Program Adjustment	Due to Program Change	G =E-F	Justification
				Estimated # Respondents	Responses per Respondents	Total Annual Records	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs						
<b>State/Local/Tribal Governments</b>															
SFSP	225.3(b)	SAs, by November 1 of each fiscal year, notify USDA if it intends to administer the Summer Food Service Program. The agreement shall contain an assurance that the State agency will comply with policy, instructions, guidance, and handbooks issued by FNS .		53	1	53	36	1908	1,908	0	0	0	0	0	
SFSP	225.4(a)	SAs, by Feb. 15 of each year, submit to FNSRO a Program Management and Administration Plan for that fiscal year.		53	1	53	1	53	53	0	0	0	0	0	
SFSP	225.8(d)(1)	SAs submit to FNSRO a list of names and addresses of potential private nonprofit organizations and for each site, the address, first day of operation, and estimated daily attendance by May 1 each year.		53	1	53	1	53	53	0	0	0	0	0	
SFSP	225.8(d)(2)	SAs, within 5 days of approval of sponsors, must notify FNSROs of sponsors, approved sites, locations, and days of operation and estimated daily attendance.		53	104	5,512	1	5512	5,512	0	0	0	0	0	
SFSP	225.9(b)(2)	SAs prepare and submit a list sponsors eligible to receive commodities and daily number of eligible meals to be served by each sponsor by June 1.		53	1	53	1	53	53	0	0	0	0	0	
SFSP	225.9(d)(4)	SAs forward reimbursements for valid claims.		53	312	16,536	0.5	8268	8,268	0	0	0	0	0	
SFSP	225.12(a)	SAs establish claims against sponsors and recover payment not properly payable.		53	10	530	4	2120	2,120	0	0	0	0	0	
SFSP	225.18(b)(2)	SAs notify terminated sponsors in writing.		53	5	265	1	265	265	0	0	0	0	0	
SFSP	225.7(e)(6)	The State agency must review sponsors and sites to ensure compliance with Program regulations. Per policy guidance, State agencies must validate 100% of claims for sponsors under review.		53	65.38	3,465	0.083	288.00	2,055	0.00	0	0	-1767.39	-1767.39	
SFSP	225.6(c)(1), 225.6(c)(4), 225.14(a), 225.14(c)	Sponsors submit written application to SAs for participation in SFSP. The sponsor must demonstrate financial and administrative capability for Program operations and accepts final financial and administrative responsibility for total Program operations at all sites at which it proposes to conduct a food service. In order to do so, sponsors must comply with policy, instructions, guidance, and handbooks issued by FNS .		3,314	1	3314	38.74	128384.36	130,903	0	0	0	-2,519	-2519.00	
SFSP	225.6(c)(2)	New sponsors, new sites, and, as determined by the State agency, sponsors and sites which have experienced significant operational problems, must submit site information for each site where a food service operation is proposed.		640	1	640	0.89	570.00	640	0	0	0	-70	-70.00	
SFSP	225.6(c)(3)	Experienced sponsors and experienced sites must submit site information for each site where a food service operation is proposed.		2,675	1	2675	0.89	2380.75	2675	0	0	0	-294	-294.25	
SFSP	225.6(e), 225.14(c)(7)	Sponsors approved for participation in SFSP enter into written agreements with SAs to operate program in accordance with regulatory requirements.		332	1	332	0.093	30.88	40.84	0	0	0	-10	-9.96	
SFSP	225.6(h)(2)(iii)	Sponsors provide FSMC with a list of approved sites, along with the approved level for the number of meals which may be claimed for reimbursement for each site.		1,157	1	1,157	0.5	578.5	578.5	0	0	0	0	0	

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SFSP	225.6(h)(3)	Sponsors submit requests to SAs for exception to unitizing requirement for certain components of a meal.		11.57	1	11.57	0.5	5,785	5,785	0	0	0	0	0
SFSP	225.6(h)(5), 225.6(h)(2)	Sponsors submit to SAs copies of contracts with FSMC, bids received, and reason for selection on FSMC chosen.		1,157	1	1157	20	23140	23,140	0	0	0	0	0
SFSP	225.16(a)	Within two weeks of receiving notification of their approval, sponsors shall submit to the State agency a copy of their letter advising the appropriate health department of their intention to provide a food service during a specific period at specific sites.		3,314	1	3314	0.25	828.5	828.5	0	0	0	0	0
<b>State/Local/Tribal Governments Total</b>				<b>3367</b>	<b>12</b>	<b>39,121</b>	<b>4.46</b>	<b>174,439</b>	<b>179,099</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>(4,661)</b>	<b>-4,660.60</b>
<b>Businesses (Non-profit Institutions and Camps)</b>														
SFSP	225.6(c)(1), 225.6(c)(4), 225.14(a), 225.14(c)	Sponsors submit written application to SAs for participation in SFSP. The sponsor must demonstrate financial and administrative capability for Program operations and accepts final financial and administrative responsibility for total Program operations at all sites at which it proposes to conduct a food service. In order to do so, sponsors must comply with policy, instructions, guidance, and handbooks issued by FNS .		2,210	1	2,210	38.7	85,615.40	87,295.00	0	0	0.00	-1,680	-1,679.60
SFSP	225.6(c)(2)	New sponsors, new sites, and, as determined by the State agency, sponsors and sites which have experienced significant operational problems, must submit site information for each site where a food service operation is proposed.		426	1	426	1	379	426	0	0	0	-47	-46.86
SFSP	225.6(c)(3)	Experienced sponsors and experienced sites must submit site information for each site where a food service operation is proposed.		1,783	1	1,783	1	1,587	1,783	0	0	0	-196	-196.13
SFSP	225.6(e), 225.14(c)(7)	Sponsors approved for participation in SFSP enter into written agreements with SAs to operate program in accordance with regulatory requirements.		221	1	221	0.093	21	27	0	0	0	-6.447	-6.447
SFSP	225.6(h)(2)(iii)	Sponsors provide FSMC with a list of approved sites, along with the approved level for the number of meals which may be claimed for reimbursement for each site.		772	1	772	0.5	386	386	0	0	0	0	0
SFSP	225.6(h)(3)	Sponsors submit requests to SAs for exception to unitizing requirement for certain components of a meal.		7.72	1	7.72	0.5	3.86	3.86	0	0	0	0	0
SFSP	225.6(h)(5), 225.6(h)(2)	Sponsors submit to SAs copies of contracts with FSMC, bids received, and reason for selection on FSMC chosen.		772	1	772	20	15,440	15,440	0	0	0	0	0
SFSP	225.16(a)	Within two weeks of receiving notification of their approval, sponsors shall submit to the State agency a copy of their letter advising the appropriate health department of their intention to provide a food service during a specific period at specific sites.		2,210	1	2,210	0.25	553	553	0	0	0	0	0
SFSP	225.6(c)(5)	Camps submit copy of hearing procedures.		333	1	333	0.25	83.25	83.25	0	0	0	0	0
<b>Businesses (Non-profit Institutions and Camps) Totals</b>				<b>2,210</b>	<b>4</b>	<b>8,735</b>	<b>11.91</b>	<b>104,068</b>	<b>105,997</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-1,929.04</b>	<b>-1,929.04</b>
<b>Households</b>														
SFSP	225.15(f)	Households read instructions, complete free meal and return to camps and sites.		58,365	1	58,365	0.50	29,182.50	29,182.50	0	0	0	0	0

HHFKA requires permanent agreements deleting the annual submission

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SFSP	225.15(j)	Households provide written consent for sponsors to use or disclose information.		58,365	1	58,365	0.25	14,591.25	14,591.25	0	0	0	0	0
<b>Household Totals</b>				58,365	2	116,730	0.38	43,774	43,774	0.00	0	0	0	0.00
<b>Total Reporting Burden</b>				63,942	3	164,586	2	322,280	328,870	0	0	0	(6,590)	(6,589.64)

Program Rule	Estimated # Respondents	Responses per Respondents	Number of Responses	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs	Previous Burden in Use Without Approval	Due to Authorizing Statute	Due to Program Adjustment	Due to Program Change	Total Difference
SLT burden	3,367	12	39,121.00	4.459	174,439	179,099.01	-	-	0	(4,661)	(4,660.6)
Business burden	2,210	4	8,735.00	11.9	104,068	105,996.79	-	-	-	(1,929.04)	(1,929.0)
Household burden	58,365	2	116,730	0.4	43,774	43,773.75	-	-	-	-	-
<b>Total</b>	<b>63,942</b>	<b>2.57</b>	<b>164,586</b>	<b>1.96</b>	<b>322,281</b>	<b>#REF!</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>-6,590</b>	<b>#REF!</b>

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Recordkeeping														
Program Rule	CFR Citation	Title	Form Number	A	B	C = (A*B)	D	E = (C*D)	F	Previous Burden in Use Without Approval	Due to Authorizing Statute	Due to an adjustment	Due to program change	G = E-F
				Estimated # Recordkeepers	Records Per Recordkeeper	Total Annual Records	Estimated Avg. # of Hours Per Record	Estimated Total Hours	Current OMB Approved Burden Hrs					Total Difference
<b>State/Local/Tribal Governments</b>														
SFSP	225.8 (a), 225.7(d)(5), 225.13(d)	SAs maintain complete and accurate accounting records appeals for three years.												
		1. Reviews		53	39	2067	0.08	165.36	165.36	0	0	0	0	0
		2. Appeals		53	2	106	0.08	8.48	8.48	0	0	0	0	0
		3. Accounting		53	104	5512	0.08	440.96	440.96	0	0	0	0	0
SFSP	225.15 (c), 225.15 (a), 225.15(g)	Sponsors must maintain records which justify all costs and meals claimed.		3,314	1	3,314	0.08	265	265	0	0	0	0	0
<b>State/Local/Tribal Governments Total</b>				3,367	3.27	10,999	0.08	880	879.92	0.00	0	0.00	0	0.00
<b>Business (Non-profit Institutions and camps)</b>														
SFSP	225.15 (c), 225.15 (a), 225.15(g)	Sponsors must maintain records which justify all costs and meals claimed.		2,210	1	2,210	0.08	176.80	177	0	0	0	0	0
SFSP	225.16(b)(1)	Camps and sponsors must maintain copies of the documentation establishing the eligibility of child receiving meals and all other meal service requirement information.		840	104	87,360	0.08	6,989	6,989	0	0	0	0	0
SFSP	225.6(c)(5)(xii)	Camps must maintain a written record of hearing for 3 years.		333	1	333	0.3	99.9	99.90	0	0	0	0	0
<b>Business (Non-profit Institutions and Camps) Totals</b>				2,210	40.7	89,903	0.46	7,266	7,266	0	0	0	0	0
<b>Total Recordkeeping Burden</b>				5,577	18.09	100,902	0.08	8,145	8,145	0	0	0	0	0

Program Rule	Estimated # Recordkeepers	Records Per Recordkeeper	Total Annual Records	Estimated Avg. # of Hours Per Record	Estimated Total Hours	Current OMB Approved Burden Hrs	Previous Burden in Use Without Approval	Due to Authorizing Statute	Due to an adjustment	Due to program change	Total Difference
<b>SLT burden</b>	3,367	3	10,999	0.08	880	880	0	0	0	0	0
<b>Business burden</b>	2,210	40.68	89,903	0.08	7,265.50	7,266	0	0	0	0	0
<b>Total</b>	5,577	18.09	100,902	0.08	8,145	8,145	0	0	0	0	0

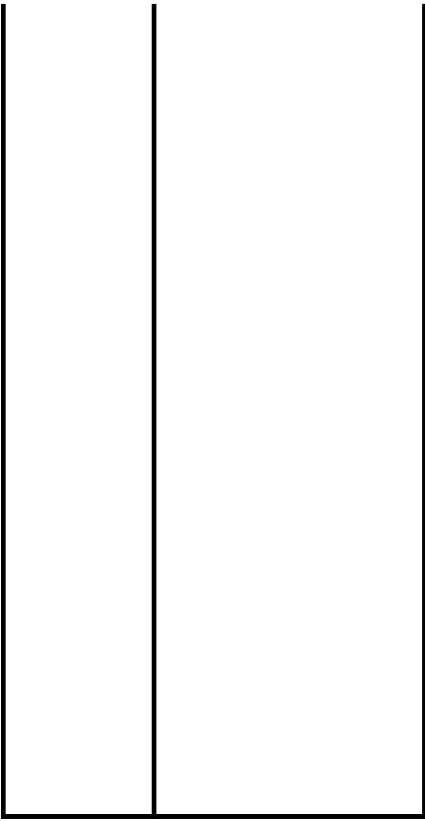
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<b>Public Disclosure</b>														
Program Rule	CFR Citation	Title	Form Number	A	B	C = (A*B)	D	E = (C*D)	F	Previous Burden in Use Without Approval	Due to Authorizing Statute	Due to an adjustment	Due to a program change	G = E-F
				Estimated # Respondents	Disclosures Per Respondent	Total Annual Disclosures	Estimated Avg. # of Hours Per Disclosure	Estimated Total Hours	Current OMB Approved Burden Hrs					Total Difference
<b>State/Local/Tribal Governments</b>														
SFSP	225.15(e)	Per policy guidance, State agency can issue a media release on behalf of the sponsor.		53	1	53	0.25	13	13	13	0	0	0	0
SFSP	225.15(e)	Each sponsor shall annually announce in the media serving the area from which it draws its attendance the availability of free meals		3,314	1	3,314	0.25	829	829	0	0	0	0	0
<b>State/Local/Tribal Governments Totals</b>				3,367	1	3,367	0.25	842	842	13	0	0	0	0
<b>Businessess (Non-profit Institutions and Camps)</b>														
SFSP	225.15(e)	Each sponsor shall annually announce in the media serving the area from which it draws its attendance the availability of free meals		2,210	1	2,210	0.25	553	553	0	0	0	0	0
<b>Businessess (Non-profit Institutions and Camps) Totals</b>				2,210	1	2,210	0.25	553	553	0	0	0	0	0
<b>Total Public Disclosure Burden</b>				5,577	1	5,577	0.25	1,395	1,394	13	0	0	0	0

Program Rule	Estimated # Respondents	Disclosures Per Respondent	Total Annual Disclosures	Estimated Avg. # of Hours Per Disclosure	Estimated Total Hours	Current OMB Approved Burden Hrs	Previous Burden in Use Without Approval	Due to Authorizing Statute	Due to an adjustment	Due to a program change	Total Difference
<b>SLT burden</b>	3,367	1	3,367	0.25	842	842	0	0	0	0	0
<b>Business burden</b>	2,210	1	2,210	0.25	553	553	0	0	0	0	0
<b>Total</b>	5,577	1.00	5,577	0.25	1,395	1,395	0	0	0	0	0

ICR #0584-0280, 7 CFR Part 225, Summer Food Service Program (SFSP) - Summary						
	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. BxC)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. DxE)	
<b>Recordkeeping</b>						
State/Local/Tribal Government	3,367	3.27	10,999	0.08	880	
Businessess	2,210	40.7	89,903	0.46	7,266	
Total Recordkeeping Total	5,577	18.09	100,902	0.08	8,145	
<b>Reporting</b>						
State/Local/Tribal Government	3,367	12	39,121	4.46	174,439	
Businessess	2,210	4	8,735	11.91	104,068	
Households	58,365	2	116,730	0.38	43,774	
Total Reporting Total	63,942	2.57	164,586	1.96	322,281	
<b>Public Disclosure</b>						
State/Local/Tribal Government	3,367	1	3,367	0.25	842	
Businessess	2,210	1	2,210	0.25	553	
Total Public Disclosure Total	5,577	1	5,577	0.25	1,395	
<b>TOTAL BURDEN FOR SFSP</b>	<b>63,942</b>	<b>4.24</b>	<b>271,065</b>	<b>1.22</b>	<b>331,821</b>	

Date	User Initials





## Comments

